

NEW ERA PROPERTY MANAGEMENT, INC.

ESCROW DOCUMENT REQUEST FORM AND INSTRUCTIONS

Please complete this form and mail it or deliver it, along with a check made payable to New Era Property Management, Inc. for any fees due to: 26499 Rancho Parkway South Suite 125 Lake Forest, CA 92630. Your request will be processed within seven (7) business days of receipt of this request AND payment of fees (unless a Rush or Super Rush is requested – see applicable fees below).

DO NOT FAX YOUR REQUEST

Association Name: _____
Property Address: _____
Seller/Current Owner's Name: _____
Escrow Company: _____
Escrow Contact Name and Number: _____

This request is for a: Sale Refinance Only

CHECK THE APPROPRIATE BOX FOR ANY ITEMS YOU REQUIRE. PLEASE NOTE THAT AN ACCOUNT STATEMENT IS AUTOMATICALLY INCLUDED AND DOES NOT NEED TO BE REQUESTED SEPARATELY.

FEE PAYMENT REQUIREMENTS ARE NOTED NEXT TO EACH FEE.

PLEASE NOTE THAT PAYMENT FOR ANY FEES LABELED "UPFRONT" MUST ACCOMPANY THIS REQUEST. DOCUMENT FEES ARE NON-REFUNDABLE.

We Require This Item:	Description	Fee Payment Requirement	Amount Due
<input type="checkbox"/>	Transfer of Ownership (includes payoff letter)	At COE	250.00
<input type="checkbox"/>	CC&R's	Upfront	50.00
<input type="checkbox"/>	Bylaws	Upfront	30.00
<input type="checkbox"/>	Articles of Incorporation	Upfront	10.00
<input type="checkbox"/>	Rules and Regulations	Upfront	20.00
<input type="checkbox"/>	Budget	Upfront	10.00
<input type="checkbox"/>	**Financial Statement (per month)	Upfront	10.00
<input type="checkbox"/>	**Minutes (per month)	Upfront	5.00
<input type="checkbox"/>	HOA Certification (provided by the lender)	Upfront	75.00
<input type="checkbox"/>	Proof of Insurance	Upfront	10.00
<input type="checkbox"/>	Super Rush (24 hour turnaround)	Upfront	150.00
<input type="checkbox"/>	Rush (72 hour turnaround)	Upfront	75.00

** Please indicate how many months worth of minutes and financials you require here:

_____ months of Minutes (\$5/mo.) _____ months of Financials (\$10/mo.)

Upon completion please designate how you would like the documents that you are requesting returned:

_____ Contact escrow and a messenger will pick up documents
_____ FedEx documents to escrow. FedEx account number is _____
_____ Mail documents to escrow.

If you have any questions regarding this request please contact our office at (949) 305-5730 or by email at customerservice@newerapm.com.

Thank you